

# BRENTWOOD



**The Scenic And Growing City Of  
Brentwood, California  
Is Seeking A New  
Chief Of Police**



## THE COMMUNITY

The City of Brentwood is one of the Bay Area's most dynamic and rapidly changing communities. In the last 10 years the population has grown from 12,450 to 45,892. Under the stewardship of the City Council, staff and community leaders, the City has been carefully planned with tree lined residential neighborhoods, new schools, award winning parks, an extensive network of walking trails, retail shops, and a quaint Downtown. Brentwood is a great place to live and work.

Brentwood is a place for both families and retirees to enjoy the views of majestic Mt. Diablo, the bounty of fresh fruits and produce from the rich agricultural area adjacent to the City, and the recreational opportunities of the Delta.

Brentwood's population has grown by 15% - 17% annually during the past few years. This is expected to slow down with the changes in the housing market but there are many important projects in the works – a new City Hall; enhancement of the Downtown Civic Center; the Vineyards at Marsh Creek; revitalization of the Brentwood Boulevard Core; and additional retail and employment centers. The current population of 45,892 is expected to grow to 78,000 by 2020, according to the recently

## VISION STATEMENT

We are an organization of dedicated professionals working together to make Brentwood the very best, preserving its rich heritage, and keeping Brentwood in the heart of the people.

updated General Plan. The City's incorporated boundary currently totals 14 square miles.

Brentwood is located equidistant (60 miles) from both San Francisco and Sacramento, and 30 miles from Walnut Creek and Livermore.

## CITY GOVERNMENT AND CULTURE

Brentwood is a general law city governed by the council-manager plan. The City Council consists of a directly elected two-year term Mayor and four City Council members who serve four-year overlapping terms. In addition to appointing the City Manager and the City Attorney, the Mayor and City Council appoint members of the Planning Commission, Arts Commission, Parks and Recreation Commission, and Youth Commission. City government enjoys a progressive and supportive relationship with the Brentwood Chamber of Commerce. The City has also formed a Redevelopment Agency and adopted two active project areas. The City has very strong partnerships with the two school districts which serve the City residents. The City has funded additional sports and cultural facilities at schools throughout the City to maximize public money to benefit the residents. Staff from the City and school districts work very closely together to ensure that schools and education are a top priority.

With budgeted operating expenditures of \$78 million (total budget \$174 million) and authorized staff of 295 full-time employees, the City directly provides a variety of services including police, water, sewer, and refuse collection. The East Contra Costa Fire Protection District provides fire protection. City departments include Parks and Recreation, Police, Public Works, Community/Economic Development, Finance, and Administration. The Human Resources Division operates under the direction of the Assistant City Manager.

Major sources of revenue to finance the City's \$40.4 million general fund are: property tax, sales tax, property based assessments, franchise fees, real property transfer tax, investment incomes, building permits, building plan check fee, and engineering inspection fee. The City budget reflects a projected year-end reserve of approximately \$19.8 million for the general fund. The City is fiscally conservative.

## BRENTWOOD'S CORE VALUES

*Integrity*  
*Passion*  
*Accountability*  
*Respect*  
*Quality*

Executive staff is developing a 10-year fiscal model to ensure a successful transition for the City at build out.

The Police Chief is an active participant in the City's Executive Team which embraces community problem solving. The City staff and Executive Team are very appreciative of the opportunity to work on exciting projects in a growing city. Together they are focused on developing the organizational culture for Brentwood's future. To accomplish that, the City has an extensive organizational development and training program for employees throughout the organization.

## THE DEPARTMENT

The Brentwood Police Department is supported by 77 employees (62 sworn and 15 civilian staff) currently organized across three divisions: Administration (Hiring/ Training Bureau, Investigations Bureau, Property/Evidence, Vehicles/Facilities/ Brentwood Active Citizen Uniformed Patrol), Operations (School Resource Bureau/Youth and Family Services, Youth Officer/Police Athletic League, Records Bureau, Patrol Bureau, Field Training, Traffic Safety Unit, K-9 Unit, Reserves), and Special Projects. The Department's budget is \$15.2 million.

Four Lieutenants report directly to the Chief, as does an Executive Assistant. This professional opportunity is a result of the upcoming retirement of Chief Michael Davies, who has successfully served the City for over 26 years.

The City has led the State with innovations and incentives to attract the best and the brightest officers, such as hiring and longevity bonuses and silent seconds for officers buying houses in Brentwood.

The Police Department is headquartered in a new, state-of-the-art facility which opened in the summer of 2005.





### Police Department Mission

*The Brentwood Police Department exists as a fiscally responsible, progressive, impartial, culturally sensitive police service agency committed to supporting its members, and the efforts of others toward improving the quality of life for all people in our community.*

## THE POSITION

The Police Chief is an at-will executive appointed by the City Manager. Under general administrative direction of the City Manager, the Chief oversees the daily operations of the Police Department including law enforcement, crime prevention, and administrative support services and activities; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager.

The new Police Chief will be a highly flexible, hands-on manager who is expected to lead a mission- and goals-driven department focused on results, as well as positive relationships. The Chief must promote community crime prevention/suppression awareness by maintaining a partnership with the community to resolve concerns.

### Experience and Education

At least eight years of increasingly responsible police management experience in a comparable size agency, including three years of managerial experience is expected. A Bachelor's degree from an accredited institution with a major in Criminal Justice, Police Science, Public Administration, or related field is highly desirable. A Master's degree is preferred, as is possession of a P.O.S.T. Management Certificate.

Applicants should have a proven commitment to community policing, a track record of improving service delivery, and a demonstrated ability to build and maintain constructive relationships with citizens, elected officials, employees, City administration, and neighboring agencies.

## IDEAL CANDIDATE

The following are some of the important personal and professional qualities the City is seeking in a new Chief:

**Honesty, Integrity, and Principle** – The Police Chief will have a demonstrated track record of high ethical and moral standards and will be a principle-centered leader.

**Professionalism** – The new Police Chief will be a consummate law enforcement professional who understands the technical disciplines of the profession, and has a keen sense of how to apply them.

### Leadership and Organizational Development

– The Chief will have a high capacity for effective and flexible leadership. This includes the ability to build and develop the technical skills and professionalism of staff. The Chief will strengthen morale and mutual respect within the department in light of its critical community role. A solid understanding of proven training and staff development approaches is essential.

**Management** – It is important that the Chief manage the Police Department well internally, while also being an active participant in the City's overall management team. The new Chief is expected to work with staff to develop creative solutions to community concerns.

**Community** – The Chief will be someone who naturally seeks community input and who knows how to deal with it effectively. The citizens of Brentwood are supportive of the Police Department, financially and otherwise, and have a corresponding high level of expectation for service.

**Community Involvement** – The Chief should be an active community contributor (e.g. service club involvement and visible at community functions) but should not launch major initiatives without appropriate administrative and/or policy level input.

**Staff Relations** – The new Chief must have the ability to establish and maintain a professional relationship with employees and employee groups. A track record of positive employer-employee relations will be one of the selection considerations.

## MISSION STATEMENT

Bringing Brentwood's  
Vision to Reality

**Strategic Thinker and Proactive Problem Solver** – The City seeks an individual who thinks strategically, anticipates problems and seeks opportunities, and collaborative approaches—a person who is adept at both solving problems and avoiding them.

**Budgeting and Use of Resources** – Resourcefulness and creativity in seeking financial opportunities is desirable, along with the ability to relate budget allocations to Police Department performance.

**Personality, Leadership, and Management Style** – In addition to the above, the ideal candidate will possess the following traits and skills:

- Friendly, outgoing, flexible, and approachable
- Politically sensitive and aware without being political
- Excellent written and oral communications skills
- Skilled in community and media relations
- Self-confident but not arrogant
- Motivated and energetic
- Collaborative and creative
- Visible in Police Department, City organization and community
- Highest ethical and moral standards
- Leads by example; serves as a role model
- Takes the job, but not him/herself seriously
- A sense of humor is essential
- Be passionate about public service



## COMPENSATION AND BENEFITS

The salary range for the Police Chief is \$135,933 to \$165,220. Placement within the range will be dependent on the qualifications of the successful candidate. The City offers an excellent benefit plan that includes the PERS 3% @ 50 retirement (the City currently pays 100% of the PERS costs for employee and employer). In addition, the City offers generous leave allowances (including 14 paid holidays), longevity incentive, matching (i.e. up to \$110/month) deferred compensation, Spanish bi-lingual pay, a Flexible Benefits Plan and a very competitive health/dental/vision and life insurance program.

## APPLICATION AND SELECTION PROCEDURE

**The final filing date is Friday, August 4, 2006.** Interested candidates are encouraged to apply early. To be considered for this excellent career opportunity, please submit your resume with cover letter, current salary, and a list of three work-related references. Your resume should reflect both months **and** years of current and prior positions and also the size of budget and staff you have managed. Submit materials to:



Stuart Satow  
CPS Executive Search  
241 Lathrop Way  
Sacramento, CA 95815  
Tel: 916 263-1401 • Fax: 916 561-7205  
Email: [resumes@cps.ca.gov](mailto:resumes@cps.ca.gov)  
Website: [www.cps.ca.gov/search](http://www.cps.ca.gov/search)  
City website: [www.ci.Brentwood.ca.us](http://www.ci.Brentwood.ca.us)



### Selection Process

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultants in mid-August, following which the most qualified candidates, as determined by the City, will be invited to be interviewed as finalists the week of August 21. The City anticipates making an appointment to the position by mid-September, following final interviews and the completion of thorough reference and background checks.

